



USAID
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ANNOUNCEMENT NUMBER: CIFO 04-11
(23-11)

OPEN TO: All Interested Candidates / All Sources

POSITION: Project Management Specialist (PMS), USAID/PSC; FSN-11

OPENING DATE: August 26, 2011

CLOSING DATE: September 8, 2011

WORK HOURS: Full-time, 40 hours / week

SALARY: *Position Grade: FSN-11*
USAID Reserves the right to hire at the trainee level FSN-10

ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy/USAID in Abidjan is seeking an individual for the position of **Project Management Specialist – Democracy & Governance** for the USAID Cote D'Ivoire Field Office.

BASIC FUNCTION OF POSITION

This position is located in the US Embassy, Abidjan, Côte d'Ivoire and is supervised by the USAID Development Counselor. The Project Management Specialist (PMS) is a key position in the Cote D'Ivoire Field Office, responsible for program and planning functions in the two USG goal areas of: 1. Peace, Security, conflict mitigation and reconciliation, and 2. Governing justly and democratically. The DG Specialist monitors certain field activities in these areas. The purpose of creating this new position is to provide high level professional assistance and assure the effective management of the Cote D'Ivoire Field Office portfolio of projects and activities including donor coordination, Government of Cote D'Ivoire liaison, and overall support for the U.S. Mission in Cote d'Ivoire.

A copy of the complete position description listing all duties and responsibilities is available at <http://abidjan.usembassy.gov/pds.html>.

Important Notice:

When submitting your application via email, please always start the subject line with the Vacancy Announcement's number followed by the position title.

E.g.: VA No. CIFO 04-11; Project Management Specialist – D&G (PMS-DG), USAID/PSC

QUALIFICATIONS REQUIRED

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. **Education (10%):** The multidisciplinary nature of the position requires a graduate (Masters or higher level) degree in Public Policy, Public Administration, Law, Development Management or social sciences and humanities.
2. **Prior Experience (25%):** Requires ten (10) years of progressively responsible professional-level experience including six (6) years in managing development assistance programs. At least four years experience in the Democracy and Governance or Public Policy sectors. Prior experience in project design, implementation, and use of complex IT systems for monitoring and evaluation of projects and results/ budget tracking and documentation is desired.
3. **Language Proficiency (5%):** Level IV (Fluency) speaking/writing/reading in both English and French is required. ***Language proficiency will be tested.***
4. **Knowledge (30%):** Position requires in-depth knowledge and understanding of global democracy and good governance issues and security sector reform. The positions also requires knowledge in procedures, regulations, and policies typical to a large government agency such as USAID; detailed and broad knowledge of development and political issues in Cote d'Ivoire, especially as they pertain to peace and security and governance and democracy; strong knowledge of monitoring and evaluation practices; clear understanding of reporting procedures such as the Operational Plan, Mission Strategic Resource Plan (MSRP), and Performance Plan and Review (PPR). Must be able to obtain, analyze, and evaluate complex material; prepare accurate, factual and analytical reports; and provide objective advice. A good understanding of US foreign assistance mechanisms and instruments.
5. **Skills and Ability (20%):** Ability to operate in an environment of complex information is required to perform full range of duties. Complexity entails considerable scope in how to perform duties, which can be detailed and cumbersome and involve overlapping tasks and shifting priorities. Ample problem solving capacity as well as ability for considerable analysis and judgment to find a solution is required. Ability to work with minimum supervision to produce timely results is required. Ability to establish and maintain an extensive range of mid to high level contacts within and outside USAID. Ability to work collaboratively as part of a team and interact effectively with senior level officials
6. **Specialized Skills (10%):** Skills and ability for active planning are required to meet programming goals on both the short-term and long-term basis. Substantial innovation is required in performance of duties. Specifically, the PMS shall possess high level specialized technical ability as related to sustainable development methodologies to plan for, implement, and evaluate impact for the peace and security as well as good governance programs that USAID is supporting in Cote d'Ivoire.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.

TO APPLY

Interested individuals should submit cover letter and curriculum vitae with details of three referees to:

The Human Resources Office
Attention: Recruitment Section
American Embassy, Abidjan
01 B.P. 1712 Abidjan 01
Cote d'Ivoire

Fax: (225) 22-49-41-02 or via email to: AbidjanHR@state.gov

Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

POINT OF CONTACT

The Human Resources Office
Telephone: 22-49-40-00
Fax: (225) 22-49-41-02

CLOSING DATE FOR THIS POSITION: SEPTEMBER 8, 2011

The U.S. Mission in Abidjan provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.